Commissary Services

1005.1 PURPOSE AND SCOPE

The purpose of this policy is to establish a commissary program that will give inmates the opportunity to purchase personal items that are not provided by the facility.

1005.2 POLICY

The Thurston County Corrections Facility (TCCF)) and Correctional Options will provide inmates who are eligible the opportunity to purchase personal items, from an inmate Commissary, that are approved but not furnished by the Thurston County Sheriff's Office Corrections Bureau. The Commissary operations will be strictly controlled using standard accounting procedures.

1005.3 CONTRACT COMMISSARY PROVIDER

The Chief Deputy of Correctionsor designee shall be responsible for maintaining a contract commissary provider. The contract commissary provider will, in accordance with any active contract:

- Maintaining current rules, regulations and policies of the commissary and ensuring compliance by commissary staff.
- Managing inventory and processing orders in a timely manner.
- Ensuring that sufficient space is provided either on or off facility property for the storage and processing of commissary orders.
- Ensuring commissary facilities are sanitary and secure.
- Ensuring that all inmates who are approved to purchase commissary items are provided with a printed or electronic list of items that are available.
- To the extent reasonably practicable, ensuring the prices for items offered in the commissary correspond to local retail store prices.

1005.4 COMMISSARY ACCOUNTING

The accounting department shall be responsible for ensuring that all inmates who have commissary privileges have the opportunity to order and receive commissary items in a timely manner.

All inmates shall be afforded the opportunity to review an accounting of their money held in their account, to include deposits, debits and commissary goods purchased and received. Any discrepancy of the inmate's funds shall be immediately reported to the Commissary Manager. If the Commissary Manager and the involved inmate cannot settle the discrepancy, the Chief Deputy of Corrections or designee shall be notified and the Chief Deputy of Corrections will resolve the discrepancy.

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1005.5 INMATE WELFARE PACKS

If an inmate has a balance that does not exceed $2.00 prior to the scheduled order date for Commissary, they will be considered indigent and may order one full and one partial Indigent Kit once a week. The inmate must submit a signed “Indigent Commissary Request” form in order to receive these kits. The full Indigent Kit will contain such items as writing paper, a pen or pencil, and envelopes along with basic hygiene items like shampoo and deodorant. The partial Indigent Kit will include pain reliever and an antacid.

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